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ABSTRACT

This lesson plan is designed for use in a 50-minute class to teach prospective college graduates and alumni to fill out job application forms. The lesson is part of a workshop on job search strategies. The lesson plan contains references, a list of equipment needed, objectives, information on how to set up the classroom, and the presentation. The presentation consists of an outline of instruction coordinated with methods of instruction, audiovisual aids, and the amount of time to be spent on each element. Transparency masters and student handouts are included. Topics covered in the lesson plan include the standard categories found on application forms, filling out forms, relating work experience, discriminatory items on application forms, and practical hints. (KC)

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Western Curriculum Coordination Center
University of Hawaii at Manoa

LESSON PLAN

LESSON PLAN NO. 12	NAME: Career Placement Services Office	PAGE 1 OF 17 PAGES

COURSE OF INSTRUCTION AND COURSE NUMBER:	TOTAL HOURS:	LESSON TITLE:
Job Search Strategies for Prospective College Graduates and Alumni (A Series of Workshops)	6 Hours	GUIDELINES FOR FILLING OUT APPLICATION FORMS

DAY AND DATE OF INSTRUCTION:	HOURS	PLACE:
Thursday November 21, 1985	7:50-8:40 p.m.	Holmes Hall Room 243

NO. OF STUDENTS:	REHEARSAL:	INSTRUCTOR AND ASSISTANTS:	STUDENT MATERIAL AND DRESS:
14	Friday, November 15 Tuesday, November 19	Pat Nishimoto David Okada (Assistant) Published by WCCC University of Hawaii at Manoa	Usual classroom attire Pens/Pencils

REFERENCES:

SEE ATTACHMENT

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NATIONAL INSTITUTE OF EDUCATION
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EQUIPMENT AND AUDIO-VISUAL AIDS:

- Overhead Projector
- Various teacher-made transparencies
- Screen
- Extension Cord
- VCR (Video Cassette Recorder)
- Points
- Transparency Pens
- Student-written transparencies
- Blackboard & Chalk
- Handouts
- Scratch Paper
- Kleenex Tissues for cleaning transparency

OBJECTIVES:

After completing this workshop, the student will be able to:

1. Discuss the (4) standard categories found on application forms
2. List several important reasons why job applicants should fill out application forms legibly, accurately and completely
3. Utilize specific and descriptive terminology to relate work experiences/duties performed
4. Recognize at least (5) discriminatory items on application forms
5. Relate at least (6) helpful hints/practical how-tos given in videotape

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SPECIAL REMARKS:

Set up equipment

Have a clean blackboard

Doublecheck supply list

Establish scenario with class: Explain that students are juniors, seniors, alumni and graduate students attending this workshop by choice; setting is the Career Placement Office.

I am meeting most of the students for the first time; students come from variety of academic disciplines; workshop is 2nd of a 6-set series given.

Introduce David(assistant)

3

REFERENCES

BOOKS

Alexander, Sue, FINDING YOUR FIRST JOB, L.P. Dutton, 1980, pages 28-37.

Douglas, Martha C., GO FOR IT! Chronicle Books, 1979, page 52.

Lim, Adam P.Y., JOB SEARCHING IN HAWAII, Press Pacifica, 1978, pages 94-96.

Miller, Bob, Robert Hotes and Jack Terry, Jr., LEADERSHIP IN HIGHER EDUCATION, Greenwood Press, 1983, pages 170-174.

Munschauer, John L., JOBS FOR ENGLISH MAJORS AND OTHER SMART PEOPLE, Peterson's Guides, Inc., 1981, page 55.

Powell, C. Randall, CAREER PLANNING & PLACEMENT TODAY, Kendall Publishing Co., 1978, pages 109-111.

PERIODICALS

Labor Market Information Publication of the Arizona Department of Economic Security, "The Application Form", 1984, entire pamphlet.

National Vocational Guidance Association, "How To Complete Job Application Forms", 1975, pages 5-33.

State of Hawaii Department of Labor and Industrial Relations, Research and Statistics Office, "Job Search Information: Hints for Starting Your Career", July 1978, pages 11-14.

The Collegiate Career Woman, "Tips for Cutting Down Your Chances of Rejection", Winter 1982-83, page 54.

PRESENTATION

OUTLINE OF INSTRUCTION	TIME	METHODS OF INSTRUCTION AND AIDS
INTRODUCTION A. Overall objective is to get a meaningful job; and embark on professional career B. To enhance the professional quality of job application forms	1 min.	Write Name and Topic on Blackboard Also note Guest Employer's Name & Title
II. Reasons for Conducting Workshop A. To demonstrate the importance of application forms which are neat, complete and accurate	2-3 min	Transparency #1 Handout "Why Are Application Forms Important?"
1. Are Official Documents You're filling out an organization's standard and official application blank. Information listed signifies that your answers are your formal oath of your background.		
2. Are the Most Important Initial Screening Tool Used by Employers The importance of realizing this point cannot be over-emphasized. Employers see the form before they see the applicant, so filling out the form correctly is vital.		
3. Help Form Preliminary Impressions of YOU Is a visual reminder of you. Employers make judgments about your attitude, stability and motivation based on the application form.		
4. Tell Employer How Ready You Are To Work Therefore clarity, completeness and error-free answers are necessary/		
5. Give Clues As To the Kind of Worker You Are How neat, how explicit, your spelling, your grammar, etc. give the employer tangible clues as to the kind of work he can expect from you. An employer may be able to deduce not only your technical knowledge but your communication skills, which are important on any job.		
6. Follow You Throughout Your Career An application may follow an employee or applicant around for years. Your personnel file containing the application may be kept as a record of applicants a company has had.		

PRESENTATION

OUTLINE OF INSTRUCTION	TIME	METHODS OF INSTRUCTION AND AIDS
III. What Will Be Covered (Roadmap to Professional Quality A. Conceptualize (4) standard or conventional categories found on application forms B. Focus on Work/Employment History section to understand value of using specific terminology C. Write a sample of Work Description given certain conditions D. Touch on questions which are considered discriminatory E. View a videotape for an employer's perspective on job application forms F. Summary of main points Open-ended question for keeping class together: Are there any questions about what we will be doing?	2 min.	Transparency #2 Handout "What Will Be Covered"
EXPLANATION I. Application Forms Vary But Have Certain Similarities/Commonalities A. Variations include length, detail and complexity of questions	3 min.	Show samples: Exhibit A (Procter & Gamble - 1 pg.) Exhibit B (McNeil Pharmaceutical - 6 pgs.) Exhibit C (UH Community College - 3 pgs.)
B. (4) Standard Categories are: 1. Personal Data Section - This section is pretty straightforward. Basic information is asked, e.g. your name, address, etc. 2. Education and Training Section - Asks you to give an academic picture of you such as your high school record, college degrees. 3. Work/Employment History Section - Considered most important part of application form. All work experiences go here. We will come back to this section for an in-depth look. 4. References Section - Usually the final block found on most forms. This is where you list names and addresses of people who could vouch for you or give an objective assessment of you as a person, as a worker, etc.		Transparency #3 - Overlay of 4 Sections

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PRESENTATION

OUTLINE OF INSTRUCTION	TIME	METHODS OF INSTRUCTION AND AIDS
II. Work Experiences Need To Be Written With Specific and Descriptive Terminology	5 min.	
A. For Relevancy, Employer uses your work descriptions to match their employment needs with your qualifications		
B. Your Writing Skills reflect your abilities to organize, describe accurately and prioritize duties performed		
Question: HOW CAN ONE'S WORK EXPERIENCES BE WRITTEN TO ACCOMPLISH THESE CRITERIA?		
Answer: I'd like to offer you one viable solution today.		
SOLUTION: Articulate with Action Verbs and Concise Phrases Reasons: 1. reads much easier 2. helps to define complexity of job experiences		
Let's look at this example: I WORKED ON TIME SHEETS		Use blank transparency and write-- I WORKED ON TIME SHEETS List other action verbs students come up with
What are more specific action verbs than -- worked?		
Possible answers: PREPARED COMPILED PROCESSED		Point out: omit implied and therefore unnecessary words such as "I"
Go over these examples: ACTION VERBS AND CONCISE PHRASES		Transparency #4 (overlay) Handout "Action Verbs and Concise Phrases"
PHRASES: Prepared detail drawings of electromechanical components		
Supervised three welders responsible for repairing ship's hull		
Conducted weekly sales meetings of supervisory staff		
REVIEW THIS SECTION BY SAYING: Avoid Unneccessary data		
Emphasize essential data		11
Be specific and avoid vague generalities		

PRESENTATION

OUTLINE OF INSTRUCTION	TIME	METHODS OF INSTRUCTION AND AIDS
III. Have Students Practice Writing Up A Hypothetical Work Experience	6-7 min	Hand out transparency sheets and pens; want-ad handout
A. Using a regular job application form and being cognizant of space limitations, compose work experienced at a particular job		
SITUATION: Students are applying for Quality Control Specialist at Zippy's Read want-ad aloud with job description		
Make believe students have had 2 years of experience as Personnel Assistant at Andrade & Co. (retail store)		
Write your work experience as Personnel Assistant at Andrade's using action verbs and concise phrases. Write so employer will see your potential.		Collect transparencies and select 2-3 to review with class. As review, underline action verbs.
B. Review examples with class, selecting 2-3 to highlight		
IV. Discriminatory Type Questions	2 min.	List on board
A. Elicit from students, areas on a form that they know to be illegal inquiries, such as sex, age, etc.		
B. Point out less well-known question:		Transparency #5 "Discriminatory Type Questions"
1. photograph before hiring 2. dates of attendance and/or graduation from school 3. names of organizations, clubs, associations which would indicate through character or name the race, religion, color or ancestry of membership (NAACP, United Jewish League) 4. whether applicant has a physical handicap or defect		Appropriate handout
C. Assign Hawaii Statutes brochure for next week's workshop discussion		Orange Brochure (Exhibit D)
V. Videotape	1-2 min.	
A. Introduce guest employer: Mr. Rockne Freitas with brief explanation Assistant Athletic Director at UHM & of coverage. Elected Trustee for OHA		
He will highlight general things he looks for, reviewing for us why application forms should be complete, accurate and neat, give helpful hints and reminders, cover two areas -- salaries and references which will be expanded upon at the next session.		

PRESENTATION

OUTLINE OF INSTRUCTION	TIME	METHODS OF INSTRUCTION AND AIDS
give helpful hints and reminders, cover two areas--salaries and references which will be expanded upon at the next session.		
B. Information Covered on Videotape	17 min	
1. Overview/summary of employer's first perusal Check for: a. neatness b. whether typewritten c. whether questions properly answered d. meet minimum qualifications		
2. Illegal Questions a. says decision to say or not is a judgmental and subjective one b. if uncomfortable with question, his advice is not to answer c. response to this question: Are students penalized for not answering illegal questions? answer: Says if employer discriminates on that basis, then applicant is better off not working for them.		
3. Salary a. suggests writing in--negotiable or open b. reasons that salary should not always be strongest motivation to get job		
4. References a. for those with little work experience, focus on educational aspects b. says there are two types of experiences 1. progressive learning though experience 2. an experience done repeatedly		

PRESENTATION

OUTLINE OF INSTRUCTION	TIME	METHODS OF INSTRUCTION AND AIDS
5. Summary --Practical How-To Advice from Employer a. dry run answers on practice sheet b. use clear and concise sentences c. answers should be appropriate to questions d. should be typed if possible e. answer all question comfortable with f. provide information which meets minimum qualifications g. list supportive references h. meet deadlines		
SUMMARY Utilize Inductive method of concept review.	7-8 min	
Mr. Freitas encapsulized it best when he said "HIGH QUALITY APPLICATION REFLECTS HIGH QUALITY PERSON"		
Let's review ways to be high quality and have high quality. I'd like to be unorthodox by reviewing our workshop this way: WHAT NOT TO DO!		
Besides humor, cartoons convey important messages or lessons to be learned:		Transparency #6,7,8 and 9 #6--White handout "Round & Square" #7--White handout "Space Problem" #8--White handout "Mr. Figgleworth" #9--Pink handout "References"
ROUND AND SQUARE Cartoon message: Cannot fill in an application form too generally and with vague terminology or you won't be matched to any position.		
SPACE PROBLEM Cartoon message: Dry run answers on practice sheet so you utilize space in most productive way		
MR FIGGLEWORTH Cartoon message: Prioritize important work experiences, volunteer activities and projects. Think through how you will highlight what you've accomplished so you won't write the first thing that comes to your mind.		
REFERENCES Cartoon message: Select people to be references who will support your candidacy of their own free will--no bribes or threats.		
Application forms may never be enjoyable but can be less distasteful if you remember the little things that can give your application a more polished and professional look.		
If you are serious enough about wanting a job, then you will also realize that: LOOKING FOR A JOB IS A JOB. GIVE IT ALL THE TIME AND ENERGY YOU HAVE!		

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WHY ARE APPLICATION FORMS IMPORTANT?

* Are official documents
* Are the most important initial screening tool used by employers
* Helps form preliminary impressions of you
* Tells employer how ready you are to work
* Gives clues as to the kind of worker you are
* Follows you throughout your career

WHAT WILL BE COVERED

A. (4) standard or conventional categories on application forms

B. Value of descriptive words in the Work/Employment History section

C. Write a sample work description

D. Illegal Questions

E. Videotape of an employer's perspective on application forms

F. Summary

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THE PROCTER & GAMBLE COMPANIES

PERSONAL DATA SHEET

PLEASE USE DARK INK OR TYPEWRITER

PERSONAL

(Print) Last Name	First Name	Middle Name	Social Security No.	Today's Date

Present Address	No.	Street	City	State	Zip Code	Telephone area code & number
Other address at which you can be reached	No.	Street	City	State	Zip Code	Telephone area code & number

Do you live with or are you related to anyone who works for a company that makes products like ours, such as household and industrial cleaning products, toilet goods, food products, paper and cellulose products and industrial chemicals? Yes ☐ No ☐

If yes, detail below:

U.S. citizen ☐Yes ☐No If not indicate Visa Class ———

Friends or relatives employed by Procter & Gamble or its subsidiaries — Where employed?

Do you have any physical condition which would require consideration in job assignment? If so, indicate condition.	Are you currently under treatment by a physician?	Days lost last two years due to illness

CAREER

In what department(s) or type(s) of work are you interested? (In order of preference)

Do you have any restrictions as to location, now or in the future?	Date available for employment

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND LOCATION	MAJOR FIELD OF STUDY	DATES ATTENDED FROM MO./YR.	DATES ATTENDED TO MO./YR.	YEARS COMPLETED	DEGREE (INCL MO. & YR. GRANTED OR EXPECTED)	APPROX. SIZE OF GRAD CLASS	CLASS STANDING (TOP 10%, 25% LOWER 50%)	SCHOLASTIC STANDING GRADE POINT AVERAGE	SCHOLASTIC STANDING OUT OF POSSIBLE
HIGH SCHOOL										
COLLEGE OR UNIVERSITY										
GRADUATE OR OTHER FORMAL EDUCATION										

Approximate no. of hours per week in work, during school year. Fresh. _____ Jr. _____ Grad. _____ Soph. _____ Sr. _____

ACTIVITIES

LIST SCHOLASTIC HONORS AND ACTIVITIES, OFFICES HELD, INDICATE IF HIGH SCHOOL OR COLLEGE

EXCLUDE ACTIVITIES, ORGANIZATIONS, SOCIETIES, ETC., THE NAME AND CHARACTER OF WHICH INDICATES THE RACE, RELIGION, SEX, AGE, OR NATIONAL ORIGIN OF ITS MEMBERS.

Scholastic honors (Incl. scholarships and honorary societies)

Activities - Other than athletics (Class organizations, publications, clubs, offices, etc.)

Athletic activities

Outside interests (Including civic activities)

AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE

Give information regarding present and former employment (exclude military service) indicate(X) whether position was full time, part time, or summer employment. If on commission, estimate average monthly earnings.

NAME AND ADDRESS OF EMPLOYER	DATES mo./yr.	FULL	PART	SUMM	NATURE OF YOUR WORK	MONTHLY SALARY OR COMMISSION	REASON FOR LEAVING
PRESENT OR LAST POSITION	FROM /					AT EMPLOYMENT	
	TO /					AT LEAVING	
SECOND LAST	FROM /					AT EMPLOYMENT	
	TO /					AT LEAVING	
THIRD LAST	FROM /					AT EMPLOYMENT	
	TO /					AT LEAVING	
FOURTH LAST	FROM /					AT EMPLOYMENT	
	TO /					AT LEAVING	

U.S. MILITARY SERVICE

	Period of Active Duty	Branch of Service	Highest Rank or Rate	Describe principal duties performed in service
	mo./yr. To mo./yr.			

GENERAL INFORMATION

Indicate Channel of Application: ☐ Campus interview ☐ Personal visit ☐ Letter ☐ Employment Agency (Specify) ☐ Advertisement (Specify) ☐ Other (Specify)

Have you previously applied to ☐ Been interviewed ☐ or, been employed ☐ by P&G or its subsidiaries? No ☐ Where / Which Dept. / When mo./yr.

Approximate monthly salary requirements

Do you have a valid driver's license? (Sales or Field advertising applicants only.) State – Lic. No.

Please use these spaces to give us any further information which may be helpful to us in considering your qualifications and interests. Feel free to attach supplemental information if necessary.

The above information is complete and correct to the best of my knowledge and belief.

Signature of Applicant

Please Leave Blank

LESSON PLAN NO. 12

EXHIBIT B

ROBERT A. GREENGER
16568 Lawson Valley Rd.
Jamul, CA 92035

McNEIL PHARMACEUTICAL

APPLICATION FOR EMPLOYMENT

Date _____

Name _____ Tel. Number _____
(last) (first) (middle) (area code)

Present Address

_____
No. & Street City State Zip Code

Previous Address

_____
No. & Street City State Zip Code

Position or type of work applied for: _____

How were you referred to McNeil: _____

Have you ever been employed before by McNeil or any other Johnson & Johnson Company: _____. If so, please give name of company and dates of employment: _____ (Company), _____ (Employment Dates).

Type of Employment ☐ Permanent ☐ Part-Time ☐ Summer ☐ Co-op/Internship

Social Security Number: _____

If you are not a U.S. citizen, please list here the type visa you hold: _____

In case of emergency, please notify:

_____
Name Telephone No.

Military If a veteran: Date of Service ____ / ____ (Mo. / Yr.) to ____ / ____ (Mo. / Yr.)

_____

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EQUAL OPPORTUNITY EMPLOYER

Work History

List in order EVERY job you've had. Indicate any of these employers you do not wish us to contact.	Employment Dates (Give Mo. & Yr.)	Immediate Supervisor & Title
Employer's Name Phone No. Address	From To	
Employer's Name Phone No. Address	From To	
Employer's Name Phone No. Address	From To	
Employer's Name Phone No. Address	From To	
Employer's Name Phone No. Address	From To	
Employer's Name Phone No. Address	From To	

Education

Name of School	City & State in which located	Dates of Attendance From	To	Degree Received (Major Field)
High School				
College				
Post Graduate				
Other				

Scholastic Standing: High School upper ¼ ☐ middle ☐ lower ¼ ☐

College* upper ¼ ☐ middle ☐ lower ¼ ☐

Scholastic activities & achievements (academic, athletics, etc.)

Major Subjects: _____

*College transcript will be required at interview.

McNEIL
PHARMACEUTICAL
SPRING HOUSE, PA 19477

SALES INSERT — Application for Employment

1. EDUCATION

A. Type Degree(s) Rec'd:_____ (i.e., A.A., B.A., M.S., etc.) Major Field(s):_____ Year(s) Rec'd:_____

B. If no degree has been received or you are working on an additional degree, answer the following:

_____ # of credits held toward first or additional degree

_____ Type Degree

_____ Major Field

C. Are you currently attending night school? ☐ Yes ☐ No

2. What periodicals do you read regularly?_____

3. SPECIAL ACTIVITIES
(Do not include participation in Racial, Religious, or National Groups)

TYPE	IDENTIFY	DO YOU PARTICIPATE CURRENTLY	OFFICES HELD LAST 5 YEARS	AVERAGE TIME GIVEN PER WK
Business Organization(s)		Yes No		
Athletics or Sports		Yes No		
Community or Civic		Yes No		
Other		Yes No		

4. What other skills or qualifications do you have which you feel would especially fit you for work as a McNeil sales representative?

5. What preferences do you have as to where you work, and why?

6. Are you willing to relocate?_____ travel?_____

_____ DATE

_____ APPLICANT'S SIGNATURE

rev. 8/80

McNEIL
PHARMACEUTICAL

SPRING HOUSE, PA 19477

DRIVING RECORD INSERT — Application for Employment

Because we have an interest in our employees' safety, as well as that of the general public, we have an established policy for operating company vehicles. In addition to addressing subjects such as driver training — inspection, maintenance and personal use of company car — accident reporting and investigations — penalties for excessive accidents involving a company car, the policy stipulates that —

> all applicants applying for a position involving the operation of a company vehicle (i.e., sales representative) must complete a *driving record insert* permitting McNeil to obtain a driving record from the State Motor Vehicle Department prior to employment.

In conformity with the McNeil policy and in anticipation of being offered a position involving the operation of a company car, I, the applicant, answer the questions below to the best of my knowledge and grant McNeil the right to verify my driving record with the State Motor Vehicle Department prior to employment.

(PLEASE PRINT)

1. Name _____

2. Complete Address _____
   Street City Zip Code

3. Do you have an operator's license? ☐ Yes ☐ No
   If yes, for what State? _____

4. Do you have a personal car? ☐ Yes ☐ No
   If yes, what make? _____ year? _____
   car serial number? _____

5. How many years have you been driving? _____ years

6. Has your operator's license or registration ever been revoked? ☐ Yes ☐ No

7. Have you had any motor vehicle accidents during the past three years? ☐ Yes ☐ No

8. Have you had any driving violations (other than parking) during the past three years? ☐ Yes ☐ No

9. Do you have any mental or physical disability likely to affect driving? ☐ Yes ☐ No

10. Give details to any "yes" answers in questions 6 through 9.

_____

_____

_____

_____

_____

_____

_____

_____ _____
DATE APPLICANT'S SIGNATURE

8/80

McNEIL
PHARMACEUTICAL
SPRING HOUSE, PA 19477

SECURITY INSERT

1. Have you, within the past five years, been convicted of a felony, or within the past two years, of a misdemeanor; or are you presently formally charged with committing a criminal offense? (Do not include traffic violations, juvenile offenses, or military convictions, except by general court-martial.)
☐ NO ☐ YES If the answer is yes, furnish details of convictions, offenses, locations, dates and sentences.

_____

_____

_____

2. Have you, in the past three years, ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician? NO ☐ YES ☐ If the answer is yes, furnish details.

_____

_____

_____

3. Have you ever been known by any other name(s) (e.g., maiden*)? If so please state:

_____

- All information supplied herein or recovered as a result of any inquiry will be treated in strictest confidence, and will not necessarily preclude employment, but will be considered as part of an overall evaluation.

- I hereby certify that all information given on this questionnaire is true and correct to the best of my knowledge. I also authorize any inquiries which may be made of courts, and law enforcement agencies for possible pending charges or convictions.

- Any known falsification or omission of information supplied in this questionnaire is grounds for termination.

DATE_____ SIGNATURE_____

*State and Federal Law prohibit discrimination based on marital status.

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Position You Held (Give short description of duties)	Salary at Time of Leaving	Reason for Leaving

Use this space for additional information you wish to give: _____

_____

Date available for work: _____ Salary requirements: _____

_____

For clerical & secretarial applicants

Stenography _____ WPM | Typing _____ WPM

What other office machines can you operate?

_____

_____

_____

References

List four references who are not relatives and state relationship, (Business, Personal, Academic).

NAME	RELATIONSHIP	ADDRESS	PHONE NO.
1.			
2.			
3.			
4.			

U. S. Public Law 91-508 requires that we advise you that a routine inquiry *may* be made during our initial or subsequent processing which will provide applicable information from previous employers and educational institutions.

Information on the nature and scope of such an investigation will be provided to you upon written request.

If employed, I agree not to divulge to others or use for my own benefit any information deemed confidential by McNeil, obtained during the course of employment and I agree to sign such employment contract or secrecy and invention agreement as may be required by the Company.

I agree to take a physical examination at the direction of the Company and understand that employment is contingent upon passing the examination, based on job related physical and mental criteria.

I certify that all information given in this application is true to the best of my recollection. I fully understand that I may be denied employment or terminated without recourse for willfully making false statements in this application or at any time during the interview process.

Further, I give my consent to and authorize McNeil to verify any information given by me in the application or during my interview and do not hold McNeil, its officers, directors, or employees responsible for failing to employ me on the basis of incorrect information received during such verification.

Additionally, I hereby release all previous employers, schools, and/or individuals who supply such information from liability in responding to inquiries in connection with my application.

_____
Signature

History of McNeil

McNeil's history spans over 100 years, having its origins in the family drugstore opened by Robert McNeil in Philadelphia in 1879. Early in 1914, the business shifted from a retail drugstore emphasis to strictly pharmaceutical manufacturing. In later years, the research function was added to develop new ethical pharmaceuticals.

Changing locations in Philadelphia to accommodate continued growth, McNeil became a member of the Johnson & Johnson Family of Companies in 1959. J&J is known throughout the world for its products and services for health care professionals and consumers.

Again outgrowing facilities, McNeil moved to a 110 acre property in the Philadelphia suburb of Fort Washington in 1961.

The McNeil Consumer Products Company was established in 1978 to assume responsibility for the over the counter product line. Subsequently, McNeil Laboratories changed its name, in July of 1980, to McNeil Pharmaceutical to better represent the nature of its business.

July of 1980 also marked the McNeil Pharmaceutical move to its new headquarters facility on 168 acres in Spring House, PA.

The Spring House complex includes research, marketing and administrative facilities. Manufacturing facilities are currently under construction on the Spring House grounds and are expected to be completed in 1983. At present, primary manufacturing operations of McNeil Pharmaceutical products occur at our facility in Puerto Rico. Products are distributed from warehouses in Montgomeryville, PA, Doraville, GA, Broadview, IL, Arlington, TX, and Glendale, CA. A sales force calls on health professionals throughout the U.S. and Puerto Rico.

McNeil is also a member of ICOM, the J&J grouping of pharmaceutical companies that markets ethical pharmaceuticals internationally.

Lesson Plan No. 12

EXHIBIT C

POSITION(S)/POSITION NUMBER APPLYING FOR: _____ NO. _____

NAME: _____ SOCIAL SECURITY NO. ___/___/___
LAST FIRST MIDDLE

PRESENT ADDRESS: _____ PHONE: _____
NUMBER STREET CITY STATE ZIP

DATE: _____

UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

APPLICATION
FOR
FACULTY OR ADMINISTRATIVE POSITION

(Application form should be submitted directly to the college to which you are applying. If applying to more than one college, submit separate applications to each.)

(ISLAND OF OAHU)

HONOLULU COMMUNITY COLLEGE
874 DILLINGHAM BOULEVARD
HONOLULU, HAWAII 96817

KAPIOLANI COMMUNITY COLLEGE
620 PENSACOLA STREET
HONOLULU, HAWAII 96814

LEEWARD COMMUNITY COLLEGE
96-045 ALA IKE STREET
PEARL CITY, HAWAII 96782

WINDWARD COMMUNITY COLLEGE
45-720 KEAAHALA ROAD
KANEOHE, HAWAII 96744

(OUTER-ISLANDS)

HAWAII COMMUNITY COLLEGE
1175 MANONO STREET
HILO, HAWAII 96720

KAUAI COMMUNITY COLLEGE
RR 1, BOX 216
LIHUE, KAUAI, HAWAII 96766

MAUI COMMUNITY COLLEGE
310 KAAHUMANU AVENUE
KAHULUI, MAUI, HAWAII 96732

For Office Use:

Date Received: _____ Interviewed: _____

File Received: _____ Recommended: _____

Comments:

RECOMMENDED RANGE AND STEP PLACEMENT: _____

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A. PRESENT POSITION

ORGANIZATION _____ LOCATION _____

POSITION OR TITLE _____ YEARS _____

DESCRIPTION OF RESPONSIBILITIES _____

_____

PRESENT ANNUAL SALARY: $_____ ANNUAL SALARY RANGE YOU WILL CONSIDER: $_____

WHAT KIND OF POSITION(S) ARE YOU SEEKING? FULL-TIME ___ OR PART-TIME ___ INSTRUCTOR

LECTURER ___ OR ADMINISTRATIVE ___

IF OFFERED A PART-TIME POSITION, WOULD YOU ACCEPT? YES ___ OR NO ___

B. UNDERGRADUATE COLLEGES (LIST CHRONOLOGICALLY) (SUBMIT CERTIFIED TRANSCRIPTS)

Undergraduate College(s)	Mo/Yrs Attended	Degree/ Year	Major	Minor

C. GRADUATE SCHOOLS (LIST CHRONOLOGICALLY) (SUBMIT CERTIFIED TRANSCRIPTS)

Graduate School(s)	Mo/Yrs Attended	Degree/ Year	Major	Minor

D. APPRENTICESHIP/SPECIAL TRAINING (LIST CHRONOLOGICALLY) (SUBMIT CERTIFIED TRANSCRIPTS

School/Program	Mo/Yrs Attended	Occupational Area	License/ Certificate

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E. OCCUPATIONAL EXPERIENCE HISTORY (LIST CHRONOLOGICALLY) (ATTACH STATEMENT IF DESIRED)

(1) Work Experience: *(Submit Verification of Employment)*

Organization	Location	Dates	Number of Mo/Yrs

(2) Teaching Experience:

Name of School	Type*	Location	Position/ Title**	Number of Mo/Yrs

List Courses Taught *(attach additional pages if necessary)* _____

(3) Military Experience:

Branch of Service	Rank or Rate	Description of Work	Dates

F. SPECIAL TRAINING PROGRAMS AND WORKSHOPS (BUSINESS, INDUSTRIAL, MILITARY, ETC.) TAKEN AFTER ENTERING YOUR PROFESSION:

Description	Length of Time	Year

G. TEACHING CREDENTIALS HELD (INCLUDING VOCATIONAL CERTIFICATES)

Type of Certificate	State	Year Issue	Date of Expiration

**Community College, four-year college, secondary or elementary school, technical school, etc.*

***Specify regular full-time position, intern, graduate assistant, teaching assistant, lecturer, etc.*

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UNIVERSITY OF HAWAII

COMMUNITY COLLEGES

To the Applicant for Advertised Position(s):

To comply with Federal Equal Employment Opportunity (EEO) requirements, campuses must maintain anonymous statistical data on the items listed below. Do not sign or otherwise identify yourself. This information will in no way be matched or otherwise identified with your position application.

_____
Position Title / Job Number Applied For

_____
Campus

1. Sex: Male _____ or Female _____

2. Race/Ethnic Identity (please check one):

___Black
___Caucasian
___Central or South American
___Chinese
___Cuban
___Filipino
___Hawaiian
___Hawaiian (Part)
___Japanese
___Korean
___Puerto Rican
___Samoan (American Indian and Alaskan Native
___Spanish American
___Other

3. Are you handicapped? _____

If so, please specify _____

_____

4. Are you a veteran? _____

If so, please specify dates of service _____

_____

Attach a separate copy of this page to each application form. If you apply for two positions on the same campus, attach separate EEO copies to each application.

This information will be kept confidential and used solely for affirmative action program monitoring. Although refusal or failure to submit this information will not result in adverse treatment, we request your voluntary cooperation.

CC Form 27A (PERS-CC) 10/77

PM 11/20/85

McNEIL
PHARMACEUTICAL

SPRING HOUSE, PA 19477

INVITATION TO APPLICANTS

HANDICAPPED

McNeil is a government contractor subject to Section 503 of the Rehabilitation Act of 1973. In accordance with this law, *it is a company goal to take affirmative action to employ and advance in employment qualified handicapped individuals.* If you have such a handicap and would like to be considered under the Affirmative Action Program, please tell us. Submission of this information is voluntary and refusal to provide it will not adversely affect your consideration for employment. *Information obtained concerning individuals shall be kept confidential,* except that if hired, (i) supervisors and managers may be informed regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Act shall be informed.

If you are handicapped, we would like to include you under the Affirmative Action Program. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your handicap, so that you will be considered for any positions of that kind, and (2) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

McNeil is also subject to Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 which requires government contractors *to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era.* If you are a disabled veteran covered by this program and would like to be considered under the affirmative action program, it will not adversely affect your consideration for employment. Information obtained concerning individuals shall be kept confidential, except that if hired, (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations, and (ii) first aid personnel may be informed, when and to the extent appropriate, if the conditions might require emergency treatment. In order to assure proper placement of all employees, we do request that you answer the following question:

If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) The skills and procedures you use or intend to use to perform the job notwithstanding the disability and (2) the accommodations we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

I am ☐ handicapped ☐ a disabled veteran ☐ a Vietnam Era Veteran and would like to be included in your Affirmative Action Program.

I am unable to perform the following types of work: _____

_____

Recommendations for accommodations are indicated on the back of this sheet.

_____

Name Date

_____

Signature

NAME _____
LAST (Please Print) FIRST MIDDLE NICKNAME

PRESENT ADDRESS _____
NO. AND STREET CITY STATE ZIP TELEPHONE, INC. AREA CODE

PERMANENT ADDRESS _____
NO. AND STREET CITY STATE ZIP TELEPHONE, INC. AREA CODE

SOCIAL SECURITY NO. ____/____/____

IF NOT A CITIZEN OF U.S. INDICATE TYPE OF VISA _____

HAVE YOU EVER BEEN REFUSED OR DO YOU HAVE ANY REASON TO BELIEVE YOU MIGHT BE REFUSED ON APPLICATION FOR A FIDELITY BOND? → YES ☐ NO ☐
(If YES, explain in Comments Section)

FATHER'S EMPLOYER AND POSITION _____

MOTHER'S EMPLOYER AND POSITION _____

(Information required for evaluation of family relationships with clients under AICPA independence rules)

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Education: SCHOLASTIC RECORD TO DATE (Estimate If Not Known)—

HIGH SCHOOL	UNDERGRADUATE		GRADUATE
NAME _____	UNIVERSITY _____	UNIVERSITY _____	UNIVERSITY _____
CITY AND STATE _____	CITY AND STATE _____	CITY AND STATE _____	CITY AND STATE _____
I stood number _____ scholastically in a class of _____, or estimate that I stood in the top 10% ( ); 25% ( ) 50% ( ) 75% ( )	FROM _____ TO _____ ATTENDED	FROM _____ TO _____ ATTENDED	FROM _____ TO _____ ATTENDED
	DEGREE _____ MO. & YR. OF GRAD. _____	DEGREE _____ MO. & YR. OF GRAD. _____	DEGREE _____ MO. & YR. OF GRAD. _____
COLLEGE BOARD S.A.T. SCORES	CONCENTRATION OR MAJOR _____	CONCENTRATION OR MAJOR _____	CONCENTRATION OR MAJOR _____
Verbal _____ (200-800) Math _____ (200-800)	GRADE POINT AVERAGES—	GRADE POINT AVERAGES—	GRADE POINT AVERAGES—
	Overall _____	Overall _____	Overall _____
COLLEGE A C T SCORES	Major _____	Major _____	Major _____
English _____ (1-33) Math _____ (1-36) Composite _____ (1-35)	Accounting _____ (If Not Major)	Accounting _____ (If Not Major)	Accounting _____ (If Not Major)
	Grade point equivalent of "A" _____	Grade point equivalent of "A" _____	Grade point equivalent of "A" _____

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Employment Record:

SPECIFICS →	LAST OR PRESENT POSITION	NEXT PREVIOUS POSITION	NEXT PREVIOUS POSITION
EMPLOYER →			
ADDRESS →			
NATURE OF DUTIES →			
IMMEDIATE SUPERVISOR →			
PERIOD—MONTH AND YEAR →	FROM_____TO_____	FROM_____TO_____	FROM_____TO_____
FINAL MONTHLY SALARY →	_____	_____	_____
DISCHARGED OR ASKED TO RESIGN →	NO ☐ YES ☐	NO ☐ YES ☐	NO ☐ YES ☐
MAY WE CONTACT EMPLOYER →	YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

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References: (DO NOT INCLUDE FORMER EMPLOYERS, RELATIVES OR MORE THAN ONE MEMBER OF COLLEGE FACULTY)

NAME	MAILING ADDRESS	TITLE OR OCCUPATION	YEARS KNOWN
1.			
2.			
3.			

INSTRUCTORS/TRAINERS
QUALITY CONTROL SPECIALIST

We are seeking career minded team players who enjoy working with people of all different background, ethnic origins, skills & educational levels. Must posses good communication & clerical skills as well as creative abilities. Flexible schedule will include night work till 12:00 midnight & weekends, on a weekly changing schedule.

Bachelors degree in education or personnel, or comparable work experience preferred. Must have reliable means of transportation & be willing to travel to all locations. Positions are available immediately, & appointments for interviews will be taken NOW. Starting salary is negotiable up to $15,000/yr.

Call our administration office at 955-6622 for an appointment

ZIPPY'S, INC.

WORK HISTORY (Include Military Service Experience)

Name of PRESENT or LAST employer				Address		Phone
Andrade & Co.						
STARTING DATE		**LEAVING DATE**		Starting Pay	Final Pay	Reason for leaving
Month	Year	Month	Year			
Job Title (Present or Last)		Name of Supervisor		Supervisor's Title		May we contact?
Personnel Assistant						☐ YES ☐ NO

Description of work and responsibilities

Date

Handout #3

An Equal Opportunity Employer

Name	Social Security No.	Phone
OTHER NAME under which records (employment, academic, etc.) may be kept		
Present Address (Street, City, State, ZIP)		
Check age category, if applicable. ☐ under 18	Are you a Citizen of the U.S.? YES ☐ NO ☐ If no, do you have a legal right to work in this country? YES ☐ NO ☐	

Education/Training (High School, College, Technical, etc.) relevant to the position for which you are applying

	FULL NAME AND LOCATION	DATES From	DATES To	GRADUATED Month	GRADUATED Year	MAJOR SUBJECTS	DEGREE or Certificate
High School							
College							
Other							

WORK HISTORY (Include Military Service Experience)

Name of PRESENT or LAST employer				Address		Phone
STARTING DATE Month	STARTING DATE Year	LEAVING DATE Month	LEAVING DATE Year	Starting Pay	Final Pay	Reason for leaving

Job Title (Present or Last)	Name of Supervisor	Supervisor's Title	May we contact? ☐ YES ☐ NO

Description of work and responsibilities

List three references who are not relatives or former employers:

Name	Address	Phone	Occupation	Years Known
Name	Address	Phone	Occupation	Years Known
Name	Address	Phone	Occupation	Years Known

Action Verbs & Concise Phrases

Prepared detail drawings
of electromechanical components

Supervised three welders
responsible for repairing
a ship's hull

Conducted weekly sales meetings
of supervisory staff

LESSON PLAN NO. 12

LIST OF ACTION VERBS

ACQUIRED
ADAPTED
ADMINISTERED
ANALYZED
ARRANGED
ASSISTED
CHECKED
CHECKED
COMPILED
COORDINATED
CONDUCTED
COMPLETED
CREATED
DESIGNED
DEVELOPED
DEMONSTRATED
DRAFTED
ESTABLISHED
EVALUATED
EXPANDED
EXPEDITED
HANDLED
IMPLEMENTED
INTERVIEWED
INSTITUTED
INVOLVED
INTRODUCED
MAINTAINED
MANAGED
ORIENTED
ORDERED
OPERATED
ORGANIZED
ORIGINATED
PARTICIPATED
PLANNED
PINPOINTED
PROCESSED
PROPOSED
PROVIDED
RECOMMENDED
RESEARCHED
REVIEWED
RESPONSIBLE
REVISED
SCHEDULED
SOLVED
SERVED
STRUCTURED
SUPERVISED
SUPPORTED
TAUGHT
TRAINED
UPDATED
WROTE

11/21/85

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DISCRIMINATORY TYPE QUESTIONS

BY STATE LAW, EMPLOYERS MAY NOT REQUEST THE FOLLOWING TYPES OF INFORMATION FROM YOU:

RACE

SEX

COLOR

AGE, INCLUDING BIRTHDATE

ANCESTRY, SUCH AS PLACE OF BIRTH, BIRTHPLACE OF PARENTS AND ETHNIC BACKGROUND

RELIGION

MARITAL STATUS

PHYSICAL CHARACTERISTICS, SUCH AS HEIGHT, WEIGHT AND SIZE

PHYSICAL OR MENTAL HANDICAPS

ARREST OR COURT RECORD

NAME AND ADDRESS OF RELATIVES

REQUEST PHOTOGRAPH BEFORE HIRING

ORGANIZATIONS, ASSOCIATIONS, CLUBS, SOCIETIES, AND OTHERS YOU BELONG TO

EMPLOYERS HAVE A RIGHT TO ASK QUESTIONS OR REQUEST INFORMATION PERTINENT TO THE REQUIREMENTS OF THE POSITION, PROVIDED THAT SUCH QUESTIONS DO NOT SOLICIT INFORMATION WHICH CAN BE USED FOR DISCRIMINATORY PURPOSES

STATE OF HAWAII

DEPT. OF LABOR AND INDUSTRIAL RELATIONS

ENFORCEMENT DIVISION

A GUIDE FOR APPLICATION FORMS AND INTERVIEWS UNDER THE

EMPLOYMENT PRACTICES LAW
CHAPTER 378, HAWAII REVISED STATUTES

8 83
HEPL-2

PURPOSE OF THE GUIDE

The Hawaii Employment Pratices Law became effective on January 1, 1964. Under this law certain practices relating to employment, on the part of employers, labor unions, employment agencies and others, are considered illegal if such practices discriminate against persons because of race, sex, age, religion, color, ancestry, physical handicap*, marital status*, or arrest and court record.**

The law contains a number of specific provisions designed to assist in preventing such discrimination in employment. One of these forbids eliciting information from applicants prior to employment, which expresses, directly or indirectly, any limitation, specification or discrimination as to race, sex, age, religion, color, ancestry, physical handicap, marital status, or arrest and court record.

Because this prohibition makes it necessary for employers and others in the business of hiring workers to take all precautions on the content of their employment application forms as well as questions sometimes asked of job applicants, this guide is provided to assist all concerned in understanding and applying the law.

It should be understood clearly that this pamphlet is not a complete definition of what can be asked of applicants. It is illustrative and attempts to answer the questions most frequently asked concerning the law. This law is not intended to prohibit employers from obtaining all the information about applicants they deem pertinent, so long as the questions do not elicit information which is used for discriminatory purposes. Applicants should not be encouraged to volunteer information forbidden by law.

This law does not restrict the rights of employers to define qualifications necessary for satisfactory job performance, but does require that these same standards of qualifications for hiring be applied equally to all persons.

The provisions of the law necessitate the regulation of employment practices. The Department recognizes that mere routine adherence will not accomplish the results intended by the Legislature. Employment discrimination can be eliminated only if the law and regulations are followed in the spirit in which they were conceived.

* May 1975

** May 1973

The following points will help you understand the guide and to achieve compliance with the Employment Practices Law:

- Unlawful inquiries are those to which the answers - whether or not so intended - would indicate in certain instances the race, sex, age, religion, color, ancestry, physical handicap, marital status or arrest and court record, of the job seeker.

- Except as otherwise provided, it is a violation of the law to use, prior to employment, any question or specification herein designated unlawful, or similar question of the same effect.

- This guide pertains only to inquiries, advertisements, etc., directed to all applicants **prior to employment.** Once the applicant is on the payroll, the employer may enter otherwise prohibited information (e.g. photograph) in the individual's personnel file, provided such information is not used for any subsequent discrimination, as in up-grading or lay-off. Employers who require proof of applicant's age or citizenship may not, **before** employment, inspect birth certificates, naturalization papers, or other such documents which indicate country of origin (and often race and religion) ; but may hire a person subject to his/her being able to produce, on or after reporting for work, such proof of age, citizenship, or other material facts.

- **BFOQ.** A bona fide occupational qualification is defined as a condition required for the performance of a job and is necessary to the normal operation of a business. For example, an actor or an actress may be required for a particular role on television.

- Under the law, advertisements which solicit employees on the basis of race, sex, age, religion, color, ancestry, physical handicap, marital status or arrest and court record where such criteria form all or part of a bona fide occupational qualification are permitted. Any employer desiring to establish any of the criteria as an occupational qualification for a particular position is encouraged to request an advisory determination from the Department. These requests should be submitted in writing with a complete statement describing the position, occupational qualifications or perfomance factors and all other pertinent information concerning the particular employment situation.

PRE-EMPLOYMENT INQUIRY GUIDE

SUBJECT	LAWFUL INQUIRIES	UNLAWFL INQUIRIES
1. NAME		Inquiries about the name which would indicate applicant's lineage, ancestry, marital status, national origin or descent. Inquiry into previous name of applicant where it has been changed by court order or otherwise. Mr., Mrs., Miss, or Ms.
2. ADDRESS OR DURATION OF RESIDENCE	Applicant's address. Inquiry into place and length of current and previous address. "How long a resident of this State or city?"	Specific inquiry into foreign addresses which would indicate national origin.
3. BIRTHPLACE	"Can you after employment submit a birth certificate or other proof of U.S. citizenship?"	Birthplace of applicant. Birthplace of applicant's parents, spouse or other relatives. Requirement that applicant submit proof of birth document prior to hiring.
4. AGE	If a minor, require proof of age in form of a work permit or a certificate of age. Require proof of age by birth certificate after being hired. Inquiry whether or not the applicant meets the minimum age requirement set by law.	Requirement that applicant state age or date of birth. Requirement that applicant produce proof of age in the form of a birth certificate or baptismal record.
5. RELIGION	An applicant may be advised concerning normal hours and days of work.	Applicant's religious denomination or affiliation, church, parish, pastor, or religious holidays observed. "Do you attend religious services or a house of worship?" Applicant may not be told: "This is a Catholic/Protestant/Jewish/atheist/etc., organization." Applicants may not be told that employees are required to work on religious holidays which are observed as days of complete prayer by members of their specific faith. Any inquiry to indicate or identify religious denomination or customs.
6. RACE OR COLOR		Applicant's race. Color of applicant's skin, eyes, hair, etc., or other questions directly or indirectly indicating race or color. Applicant's height.
7. PHOTOGRAPH	May be required after hiring for identification.	Request photograph before hiring.
8. CITIZENSHIP	"Are you a citizen of the United States?" "If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.? Do you intend to remain permanently in the U.S.?"	"Of what country are you a citizen?" Whether applicant or parents or spouse are naturalized or native-born U.S. citizens. Date when applicant or parents or spouse acquired U.S. citizenship. Requirement that applicant produce naturalization papers or first papers.
9. ANCESTRY OR NATIONAL ORIGIN	Languages applicant reads, speaks or writes fluently.	Applicant's nationality, lineage, ancestry, national origin, descent or parentage.

		Nationality of applicant's parents or spouse; maiden name of applicant's wife or mother. Language commonly used by applicant. "What is your mother tongue?" How applicant acquired ability to read, write, or speak a foreign language.
10. EDUCATION	Applicant's academic, vocational, or professional education; school attended.	Any inquiry asking specifically the nationality, racial or religious affiliation of a school. Dates of attendance and/or graduation from school.
11. EXPERIENCE	Applicant's work experience. Other countries visited.	
12. CONVICTION, ARREST, AND COURT RECORD		Ask or check into person's arrest, court or conviction record if not substantially related to functions and responsibilities of the prospective employment.
13. RELATIVES	Name of applicant's relatives already employed by this company. "Do you live with your parents?" Names and addresses of guardian of minor applicant.	Name or address of any relative of adult applicant.
14. NOTICE IN CASE OF EMERGENCY	Name and address of person to be notified in case of accident or emergency.	Relationship of person to be notified in case of emergencies.
15. ORGANIZATION	Inquiry into membership in organizations providing the name or character of the organization does not reveal the race, religion, color, physical handicap, marital status or ancestry of the applicant. What offices are held, if any.	The names of organizations to which the applicant belongs if such information would indicate through character or name the race, religion, color, or ancestry of the membership.
16. REFERENCES	"By whom were you referred for a position here?" Names of persons willing to provide professional and/or character references for applicant.	Require the submission of a religious reference.
17. SEX	Only if required by business necessity.	Sex of the applicant. "Are you expecting?" or "Are you pregnant?" Applicant's weight.
18. PHYSICAL HANDICAP	Any physical or mental impairment that will interfere with your ability to do the essential tasks of the job for which you are applying.	Whether applicant has a physical handicap or defect. "Have you collected workers' compensation for a previous illness or injury?"
19. MARITAL STATUS		Whether single, married, divorced, widowed, separated, etc. Names and ages of spouse and children. Spouse's place of employment.
20. MISCELLANEOUS	Notice to applicants that any misstatements or omissions of material facts in the application may be cause for dismissal.	Require resume containing unlawful information.

ANY INQUIRY IS FORBIDDEN WHICH, ALTHOUGH NOT SPECIFICALLY LISTED AMONG THE ABOVE, IS DESIGNED TO ELICIT INFORMATION AS TO RACE, COLOR, ANCESTRY, AGE, SEX, RELIGION, PHYSICAL HANDICAP, MARITAL STATUS, OR ARREST AND COURT RECORD UNLESS BASED ON A BONA FIDE OCCUPATIONAL QUALIFICATION.

You may obtain more information from the offices of the Enforcement Division of the Department of Labor and Industrial Relations located at:

888 Mililani Street, Room 401
Honolulu, Hawaii 96813
Phone: 548-3976

Hawaii District Office
State Office Building
75 Aupuni Street
Hilo, Hawaii 96720
Phone: 961-7391

West Hawaii District Office
Post Office Building
Kealakekua, Hawaii 96750
Phone: 322-2775

Maui District Office
State Office Building
54 South High Street
Wailuku, Hawaii 96793
Phone: 244-4322

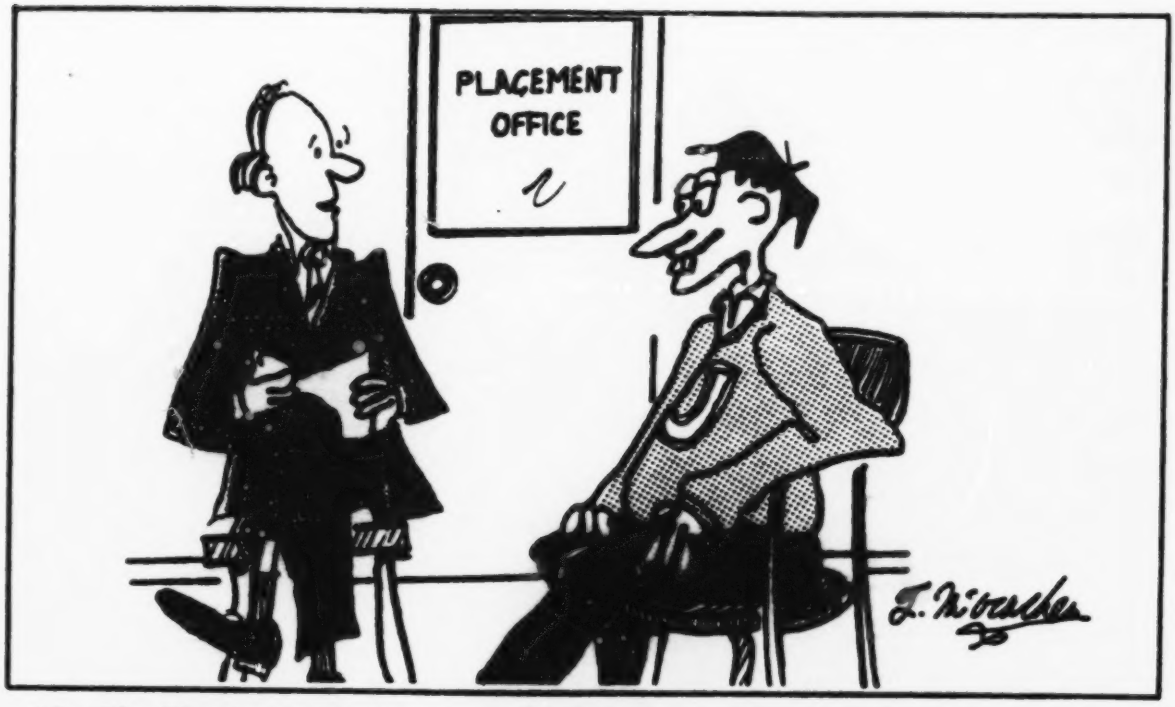
Kauai District Office
State Office Building
3060 Eiwa Street
Lihue, Hawaii 96766
Phone: 245-4442

Employer: I have looked over your application, but I couldn't tell which job you were applying for. We listed several.

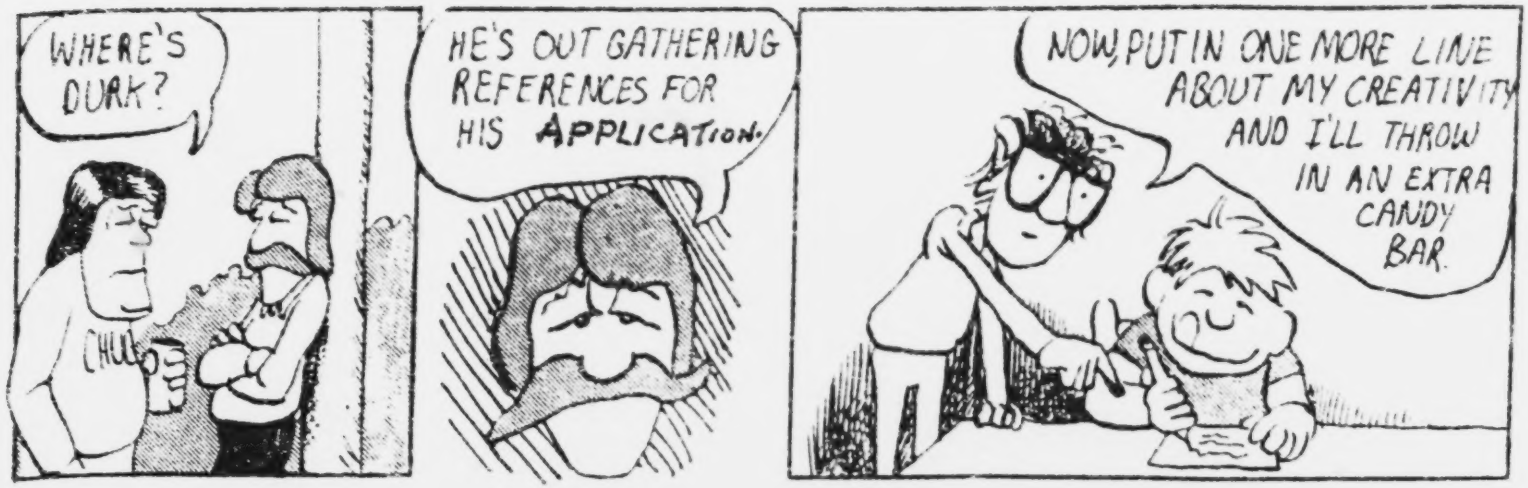
Applicant: Any of them. I'm flexible.

Employer: That's fine, but we are not. We have some square holes and some round ones, and you can't be both round and square. Now what are you, round or square, and which job do you want?

I HATE FILLING OUT THESE APPLICATIONS.
BESIDES BEING TIME CONSUMING...
THEY DON'T GIVE YOU MUCH SPACE TO RESPOND.



"So Mr. Figgleworth, have you had any experience other than scoring 45,000 on Ms. Pacman?"


WHERE'S DURK?
CHUCK
HE'S OUT GATHERING REFERENCES FOR HIS APPLICATION.
NOW, PUT IN ONE MORE LINE ABOUT MY CREATIVITY AND I'LL THROW IN AN EXTRA CANDY BAR.